

CHAPTER 9

ARNG Command Sergeant Major Program

Section I

General

9-1. Objective

The *ARNG Command Sergeant Major Program* is designed to ensure that high caliber and effective senior noncommissioned officers occupy Command Sergeant Major positions. To assure selection, commanders will personally recommend only fully qualified noncommissioned officers with the highest standards of professional competence, leadership, and dedication.

9-2. Special terms

The special terms used in this program are:

a. **Fully qualified.** Soldiers professionally capable of performing all Command Sergeant Major duties in a worldwide field environment.

b. **Best qualified.** Soldiers selected over their peers by a State E9 selection board as best able to perform the duties of Command Sergeant Major.

c. **Whole person concept.** Established idea of judgment on the basis of an entire record of qualities, qualifications, accomplishments and failures, rather than on one single item, as overriding in determining selection or rejection.

d. **Zone of consideration.** Soldiers in pay grade E-9, and those in pay grade E-8 fully qualified for promotion to E-9, as of the last day of the month in which the board convenes.

e. **Position vacancy.** A CSM position on MTOE/TDA that is vacant or will be vacant within the next 12 months (projected). A position vacancy is required for nomination to the CSM board.

9-3. Prerequisites

Nominees will be:

a. In the zone of consideration.

b. Assigned to an active ARNG unit and in a paid drill or AGR status.

c. Identified for assignment to a CSM position vacancy.

d. Professional leaders with the qualities to perform CSM duties in AR 611-201, chapter 1.

e. Medically qualified to perform CSM duties on a worldwide basis in a field environment (AR 40-

501), chapter 7). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.

f. Eligible for immediate reenlistment or extension without regard to time remaining to ETS.

g. In a promotable status (chapter 6).

h. Three or more years from mandatory retirement age as of the proposed date of appointment to CSM.

i. Within AR 600-9 standards (The Army Weight Control Program).

j. If in pay grade E8, have been found "best qualified" for promotion.

Section II

Nomination

9-4. General

a. Soldiers identified for assignment to vacant CSM positions will be nominated to the next CSM board. Those identified for assignment to projected vacant positions may be nominated up to 12 months before the positions will be vacant. Neither a soldier's marital status nor the employment, educational pursuits, or the volunteer service activities of the nominee's spouse may be considered in determining whether or when to nominate a soldier for CSM.

b. Soldiers reassigned to CSM positions for two or more years and not nominated, or removed for cause or in the face of adverse action, will not be nominated. However, those not nominated or selected due to position elimination, or declination due to Military Technician or AGR position requirements may be nominated.

9-5. Nominations

a. The commander (authorized a commander in the grade of LTC) of the unit to which the CSM candidate is assigned will:

(1) Complete the nomination memorandum (figure 9-1).

(2) Assemble the nomination packet (paragraph 9-6).

b. Address nominations through command channels and the State Adjutant General (figure 1). Each addressee will:

(1) Ensure nominations are correct and complete.

1 February 1990

- (2) Ensure nominees are eligible.
- (3) Correct errors. If not possible, return to the initiator.
- (4) Ensure checklists are complete and signed by the nominees (figure 9-2).
- (5) Disapprove nominations of soldiers who do not possess the essential qualities and qualifications.
- (6) Endorse nominations with recommendations.
 - c. Intermediate level and State CSM will complete the checklist at figure 2 and enclose with each nomination.
 - d. State Adjutants General will add recommendations and forward to the President, ARNG CSM Board, ATTN: NGB-ARP-E, Washington, D. C. 20310-2500.
 - e. Nominations must arrive at NGB by the first day of February for the March board and the first day of August for the September board. Those received after cutoff dates will not be accepted.

9-6. Packet procedures

Assemble packets according to correspondence procedures in AR 340-15. Do not send originals (except for memoranda, checklists, and the unmounted photograph); send copies. Do not include tabs, dividers, books, booklets, or document protectors. Packets will neither be acknowledged nor returned. Nominations will include the following items in the order listed:

- a. Nominating memorandum (AR 340-15), chapter 2) endorsed through command channels with mandatory comments by each commander (figure 9-1).
- b. Checklist (figure 9-2).
- c. Biographical sketch (figure 9-3).
- d. Official photograph (AR 640-30).
- e. A certified true, photostatic copy of the soldier's DA Form 2-1 (AR 640-2-1, paragraph 1-15, 8" X 11", one sided).
- f. The soldier's GPRF-1790, Personnel Qualification Record, or equivalent SIDPERS report, current within one month of the nomination.
- g. Enlisted Evaluation Reports and NCO Evaluation Reports for the last five years (photocopy of each, head-to-foot, 8" X 11"). A complete-the-record report is encouraged if authorized by AR 623-205.
- h. SF 88 (Report of Medical Examination), SF 93 (Report of Medical History), accomplished

within 4 years prior to the selection board, the Over-40 Cardiovascular Screen if eligible for screening, and DA Form 3081-R (Periodic Medical Examination) completed within 30 days of nomination.

- i. DA Form 3349 (Physical Profile) if the soldier has a limiting physical condition. If included, ensure a corresponding entry is in DA Form 2-1, item 4.

- j. DA Form 5500-R or 5501-R (Body Fat Content Worksheet) if the soldier is over the screening weight in AR 600-9, Table 1.

- k. Award and decoration certificates with narratives, letters and certificates of commendation for the last five years.. Do not submit award orders unless they are the only available documents with the award narratives.

- l. Correspondence to the President of the Board. Nominees may, at their option, write to the board only to invite inviting attention to matters of record they feel important to the CSM selection process, and which are not already apparent in their records.

Section III Selection Board

9-7. Appointment

The CNGB will appoint the ARNG CSM Board. The board will meet at the direction of CNGB in March and September.

9-8. Composition

The ARNG CSM Board will consist of at least two officers and three command sergeants major as voting members, and a recorder without vote. The CNGB will appoint alternates and replace members as needed.

- a. The president will be an ARNG brigadier general.
- b. The second officer will be a Regular Army colonel.
- c. The ARNG CSMs will be in an active ARNG status.
- d. Women and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered. When this is not possible, the reasons will be made part of the board proceedings.

Failure to appoint a member of such a group to the board is not a basis to challenge the results.

e. The recorder will be a qualified administrator and will attend to the board as directed by the president.

9-9. Instructions

A memorandum of instruction will prescribe the oath, general and specific guidance, procedures, reports, and other administrative details for the conduct of the board and announcement of results.

9-10. Communications

Personal appearance before the board is prohibited. Correspondence to the President of the Board (paragraph 9-6f) will be considered only if it is in the packet submitted to the board. Other than the nominating memorandum and endorsements in section II above, communication with the board by third parties, including the soldiers' chain of command or supervision, is not authorized.

9-11. Evaluation

The board will conduct a comprehensive review of each nominee's background using the whole person concept. A complete and objective evaluation of demonstrated professionalism and the potential to serve as a Command Sergeant Major will be made. An isolated example of excellence or mediocrity will not be used as a reason for or against selection. Analysis of the nominee's background, and comparison to the standards for CSM, will include at least:

- a. Breadth and variety of experience.
- b. Level of responsibilities encountered.
- c. Professional and technical competence, efficiency, and performance trends.
- d. Length of service and maturity.
- e. Moral standards and integrity.
- f. Military and civilian education and training.
- g. Awards, decorations and commendations.
- h. Physical condition and military bearing.
- i. Dates of any previous recommendations for CSM.
- j. Experience in various NCO positions, such as First Sergeant or detachment sergeant, operations NCO, recruiter, retention NCO, etc..

9-12. Selection

The board will select only the NCOs who are fully qualified for CSM and deny selection to others. Action by the board is administratively final.

9-13. Announcement

The CNGB will announce board results by memorandum to the State Adjutants General. The memorandum will list those selected for appointment and administrative instructions..

a. Acceptance of appointment. Selectees will be notified by their chain of command. Appointments may be accepted verbally; declinations will be in writing. Selectees must be in a promotable status and fully eligible for appointment.

b. Not selected. Individuals not selected will be personally notified by their commanders before the list is published statewide.

c. Declined, denied or not appointed. The name, SSN, unit of assignment, and reason(s) will be submitted to NGB-ARP-E for NCOs who declined or were denied appointment to CSM.

Section IV

Appointment and Assignment

9-14. Appointment

Appointment to CSM will be according to instructions in the CNGB memorandum, except for previous selectees and SGMs who are eligible for reappointment and assignment under paragraph 5-28.

a. Master sergeants selected for CSM will first be promoted to SGM in accordance with chapter 6. This may be done on the same date and order as appointment to CSM. DA Form 4872 (Certificate of Promotion) and comparable State certificates may be used. The grade of rank on this certificate will read "Sergeant Major."

b. MOS 00Z, with all authorized identifiers and codes, will be awarded on orders concurrent with appointment to CSM. Redesignate the old PMOS as SMOS in accordance with chapter 5.

c. Date of rank as E-9 remains unchanged.

d. DA Forms 4873 (Certificate of Appointment) signed by the Chief of Staff, Army, and the Sergeant Major of the Army, will be issued for all original appointments to CSM and forwarded to

the State Adjutants General for formal presentation.

9-15. Assignment and utilization

The State Adjutant General is the assignment authority for CSM. This authority will not be delegated. The State Command Sergeant Major will advise the Adjutant General on all CSM assignments and professional development matters.

a. CSM positions will be filled with ARNG CSM board selectees. Nominated MSG (includes 1SG) and SGM may perform the duties of a CSM, but will not be reassigned to the position until selected by the ARNG CSM board (para 5-28, chapter 5).

b. CSMs will be assigned only to authorized CSM positions while in the program. They will not be detailed to duties or positions that do not require a CSM or MOS 00Z.

c. Initial CSM assignments will normally be at battalion or comparably sized units. Branch qualified CSMs are desired, but not required, at this level to capitalize on their technical backgrounds.

d. Normally, CSMs assigned to general officer commands will have prior CSM experience at lower command levels.

e. CSM positions in headquarters commanded by major generals are nominative. The commander will state whether or not there are any special qualifications. Available CSMs will be considered for reassignment before seeking a soldier not in the CSM program (para 5-28, chapter 5).

9-16. Reappointment

Former CSMs who were involuntarily removed for a reason listed in paragraph 9-21a, may be reappointed to CSM without board action when reassigned to CSM positions. In addition, eligible soldiers will be reappointed not earlier than the last duty day (active or inactive duty for training) before transfer to the IRR or Retired Reserve.

9-17. Posthumous appointment

Posthumous appointments to CSM are authorized for soldiers who:

a. Were selected by the ARNG CSM board before the date of death. For this purpose only, the date of selection is the date on which the board adjourned.

b. Died by any means (other than as a result of the soldier's own misconduct) while:

(1) Serving on any type of inactive or active duty (including full time National Guard duty), paid or unpaid, or:

(2) Enroute directly to or from that duty, or

(3) Within 90 days after that duty from injuries or illness incurred or aggravated during (1) or (2) above.

9-18. Active duty reporting

When mobilized, called or ordered to active Federal service (this does not include AGR, ADT, ADSW or TTAD under AR 135-18 or AR 135-200), send a copy of the CSM's DA Form 2-1 (Personnel Qualification Record - Part II), GPFR-1790 (Personnel Qualification Record) and orders to HQDA (TAPC-EPZ-E), Alexandria, VA 22331-0400.

Section V

Termination

9-19. Notification

When a CSM is removed or recommended for removal from the CSM program, notify the following as appropriate:

a. The State Adjutant General. The State AG is the approval authority for involuntary CSM removals, their MOS reclassifications, and those reassignments and reductions not authorized for delegation under this regulation.

b. The State Security Manager who will notify the Commander, U. S. Army Central Personnel Security Clearance Facility if AR 604-5, paragraph 2-200 applies.

c. HQDA (TAPC-EPZ-E) when the CSM is under a mobilization, call or order into active Federal service.

9-20. Voluntary removal

Individuals who voluntarily withdraw from the CSM program transfer to the ING, to a SGM vacancy, or to a lower graded position concurrent with a voluntary reduction in grade. Voluntary removals are soldiers who request early release from the CSM program including those granted leadership (AGR) or compatibility (technician) waivers. The individual's request will include the statement, "I understand I am not eligible for

reappointment to CSM." Those transferred to the IRR [USAR Control Group (Standby)] or to the Retired Reserve, and who are not transferred under or in lieu of adverse action, will remain CSMs.

9-21. Involuntary removal

a. The following actions are involuntary removals. The individuals may be eligible for reappointment to and assignment as CSM without board action.

- (1) Elimination of a CSM position.
- (2) Relocation to another geographic area where the CSM cannot be properly assigned.
- (3) Acceptance for assignment to a non-CSM position in the Military Technician or AGR programs.

(4) A Military Technician or AGR soldier granted a waiver to serve a fixed period as a CSM that terminates with lateral appointment to SGM.

b. Removal for cause. A CSM whose physical status, conduct, or performance falls below the standards set for program members will be removed for cause. The commander will present a formal recommendation to the CSM for rebuttal, mitigation, extenuation, or written declination to comment. On receipt of the CSM's comments or declination, the commander will submit the recommendation through command channels. Each commander in the CSM's chain of command will review the case and make a recommendation. The State Adjutant General is the approval authority. The commander may recommend concurrent reduction or discharge board action. All recommendations for removal will include a Relief for Cause evaluation in accordance with AR 623-205. Appeal of an adverse evaluation under AR 623-205 will not be cause for delay of the removal action.

1 February 1990

ORGANIZATIONAL LETTERHEAD

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM THRU:

XXXX First commander XXXX

XXXX Next commander, etc. XXXX

FOR: The Adjutant General, (State)

SUBJECT: Nomination for the Command Sergeant Major Program

1. (Rank, first name, middle initial, last name, social security number) is nominated for entry into the Army National Guard Command Sergeant Major Program.
2. An authorized position vacancy as the Command Sergeant Major of (insert the command, activity or installation, if known) (insert the proper phrase - "exists" or "is projected within 12 months").
3. Additional comments are *mandatory*: For instance, if a MSG, include a statement that a board has found the NCO "best qualified" for promotion under chapter 6. List any waivers the individual may require, and their status).
4. The nominating packet is enclosed.

() Encl

****(Signature block)**

- 1.
- 2.
- 3.
4. etc.

****Personal signature of the commander**

Figure 9-1, Nominating Memorandum

1 February 1990

C3, NGR 600-200

ARNG SENIOR NCO PROGRAM CHECKLIST

	YES	NO
Nominating memorandum with endorsements	___	
This checklist	___	
Biographical sketch	___	
Official photograph	___	
DA Form 2-1	___	
GPFR-1790 (8" x 11" copy preferred)	___	
All EERs and NCOERs for the last 5 years	___	
<u>DA Form 705 for at least the latest APFT</u>	___	
SF 88, SF 93 and DA 3081-R	___	
Over-40 Cardiovascular Screen	___	___
DA Form 3349	___	___
DA Form 5500-R or 5501-R	___	___
Award, decoration, commendation <i>certificates</i> , <u>memoranda</u> for the last 5 years	___	___
Nominee's memorandum to the President of the Board	___	___

Instructions: Send only *true* copies except for memoranda, this checklist and official photo. Items with a blank line under "NA" may not apply to each nominee; all other items are mandatory.

Nominee's signature/date

CSM's signature/date

CSM's signature/date

State CSM's signature/date

Figure 9-2, Nominee Checklist

BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present grade:

Date of rank:

Years of active Federal service (and BASD, if on AGR tour):

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out and in order of precedence):

Civilian affiliations:

Significant experience (include primary civilian occupation):

Instructions: (Do not type the following on the sketch)

1. Limit to two pages (8 1/2 x 11 inch paper).
2. If pursuing a degree, list the major and minor, institution, and date projected for completion.
3. Do not list single subcourses under military education; list complete series only.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest. *Do not include a narrative biography.*

Figure 9-3, Biographical sketch